

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3100.1A

Effective Date: March 09,

2007

Expiration Date: March 09,

2012

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

Subject: Management of the Senior Executive Service (SES)

Responsible Office: Office of Human Capital Management

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) |
[AppendixB](#) | [ALL](#) |

Chapter 3 Management Authority

3.1 The Administrator retains all SES authority not otherwise delegated, including (but not limited to) the following:

3.1.1 Approval of new appointments to the SES, including limited term appointments and selections of current or former SES members from outside NASA.

3.1.2 Approval of all Presidential Distinguished and Meritorious Rank Award nominations and Incentive Awards.

3.1.3 Approval of Performance Awards (bonuses).

3.1.4 Designation of a Tier 1, 2, or 3 SES position, as described in Appendix B and NPR 3435.1B.

3.1.5 Appointments to the ERB, the PRB, and the members of the SEC.

3.1.6 Establishment, modification, or abolition of SES positions.

3.1.7 Establishment and allocation of ceilings for positions above GS-15.

3.1.8 Approval of personnel actions affecting EPMs and their full deputies (those who serve as alternates to the EPM, with full authority to act on behalf of the EPM).

3.1.9 Adjusting pay, including to a rate exceeding Executive Level III, increases to maintain the relative position in the rate range, and increases exceeding the range authorized for performance-based increases.

3.1.10 Approval of administrative decreases in pay.

3.1.11 Approval of adverse actions.

3.1.12 Approval of reassignments.

3.1.13 Approval of recruitment, relocation, or retention incentives.

3.1.14 Approval of details, Intergovernmental Personnel Act (IPA), or developmental assignments exceeding 120 days.

3.1.15 Recommendations to OPM for waiver of reduction in pay for civil service annuitants.

3.1.16 Approval of critical position pay.

3.1.17 Approvals of waivers of the 12-month limitation on pay adjustments.

3.2 Authorities delegated by the Administrator may be redelegated if expressly permitted, but not below the EPM.

3.3 Actions involving programs or functions with direct oversight by a Headquarters executive must be coordinated with that executive before they are submitted for higher level approval.

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[AppendixA](#) | [AppendixB](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

DISTRIBUTION:

NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
